

Role Title: **Hub Site Manager**

Accountable to: **Head of Hub/Head of Operations'**

JE Ref:

Grade: **H (Northamptonshire Pay scale)**

Purpose of job

- To be responsible for the maintenance and security of the schools within the hub and to ensure the effective management and development of the individual sites.
- To supervise and mentor the Site managers/Caretakers at the hub schools and lead on their development.
- To provide cover at hub schools as necessary, where Site Managers/Caretakers may be absent.

Key Objectives

1	To support and develop compliance programs, PPM routines and asset management planning in line with trust policies and directives.
2	To work with the Site Managers/Caretakers and Business Managers in harmonising contracts and services across the hub schools in order to drive efficiencies and maximise cost saving opportunities.
3	To support and develop the other premises staff within the hub and to be involved in the performance management process. This may include line management responsibility.
4	To work with the Business Managers to ensure that budget forecasts account for capital development and revenue maintenance items to ensure buildings remain safe, compliant and pleasant places to work.
5	To assist Site Mangers/Caretakers in managing onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
6	To monitor statutory maintenance plans and ensure that all schools remain compliant and that Site Mangers/Caretakers are aware of, and keep on top of, their compliance obligations.
7	To be the main representatives for health and safety across the hub of schools and to lead the development of Site Mangers within the hub in relation to risk assessment and health and safety.
8	To liaise with senior staff and governors within the school, and the Trust's Head of Operations and to report on all aspects of maintenance, site, compliance and health and safety as required.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Particular additional duties may be required to suit the specific school's requirements, and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties. These duties will be assigned by Headteachers or the Trust's Head of Operations.

Scope

- To support and develop the other premises staff in the hub on health and safety issues and risk management.
- Manage the procurement process across the hub schools for routine maintenance and servicing to ensure consistent process across the group.
- To assist Site Staff with projects that may require more than one person to carry out. This may require occasional short periods of physical effort such as bending and stretching and using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk

Work Profile

- Procure quotes for routine maintenance work on school premises
- Be responsible for other site staff across the hub
- Review and monitor regular maintenance and safety checks ensuring that schedules are up to date
- Review contracts and procurement arrangements for hub schools
- Oversee and be responsible for health and safety including the implementation of policy, review of training and the development of staff
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules and make recommendations for improvement
- To adhere to Trust, school, local and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the Trust and its schools
- Attend relevant meetings
- Regularly report to key stakeholders including school SLT and the Trust's Head of Operations
- To maintain confidentiality

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification



Inspiring Futures
through Learning

Skills and Knowledge		Level		Assess by;
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		A	A Application I Interview T Testing R Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience		D	
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role		E	
Qualifications	Health and Safety or Facilities Management qualifications would be useful but are not an essential requirement		X	A
Skills / Experience	Extensive hands-on experience of a wide range of maintenance and facilities functions	X		A
	Experience of direct staff management and management of third-party contractors	X		A
Competencies		Level		Assess by;
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area		A	A Application I Interview T Testing R Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements		S	
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E	
Planning and organising work	Experience of planning within deadlines, planned maintenance scheduling, emergency and contingency planning and mid to long term capital planning would be an advantage.		X	I
Planning capacity and resources	Budget management in conjunction with senior school management. Staff resource planning. Contingency planning (adverse weather etc.)	X		I,R
Influencing and interpersonal skills	Managing contractors on site.	X		I
	Working co-operatively with teaching and other support staff.	X		I,R
Using initiative	Regular technical problem solving within appropriate limits. Dealing with day to day resource pressures and emergencies from multiple schools		X	I
Working independently	Requirement to plan own work and direct the work of others. Reports to senior school manager(s) and Trust leaders.		X	I
Managing people	Direct the work of other site staff in conjunction with Headteachers and the Trust's Head of Operations.		X	I
Managing resources	Input into estate planning and capital development of buildings.		X	I
	Responsible for aligning procurement opportunities across the hub.		X	I
Managing risk	Good knowledge of the management of health and safety and the ability to mentor others in upskilling.	X		I

Managing oneself	Awareness of opportunities for self-improvement		X		I
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